







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## Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow OES vendors to electronically file a DC-40, LIST OF ALLOWANCES and/or General District Mediation Invoice.

The ELECTRONIC VOUCHER PAYMENT SYSTEM - INTERPRETER/TRANSLATOR USER GUIDE is designed for use by translators within the Commonwealth of Virginia, interpreters will be added in late 2024. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS. It is intended to serve both as a training guide for those who are learning to use the computerized system and as a resource guide for those who have completed training and need follow-up instruction or assistance with problem solving.

EVPS is available 23/7; it is down for maintenance from 4:00 AM to 5:00 AM daily.

EVPS is supported by most internet browsers, such as Google Chrome (Best), Microsoft Edge, Bing, and Firefox; however, Internet Explorer is not supported.

## Getting Help

If the user does not get a satisfactory answer to their question or problem by reviewing this guide, which is also accessible through the *Help* icon located in the EVPS navigation bar, they should contact EVPS Support at [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).

## Registration (OES Identification Number)

The Electronic Voucher Payment System can be found on the VA Courts website ([vacourts.gov](http://vacourts.gov)) under *Online Services* > *Electronic Voucher Payment System (EVPS)*.

Home > Online Services

### Online Services

**Pay Traffic Tickets and Other Offenses**  
Explains how, and provides links, to make online payments to a general district court for traf

**Assistance with Protective Orders (I-CAN!)**  
I-CAN! is a free online program that provides assistance with the preparation of court forms protective order.

**Electronic Voucher Payment System (EVPS)**  
Online submission of the DC-40 (List of Allowances) by court-appointed counsel.

On this page the user may click on the [Electronic Voucher Payment System](#) link and will then be taken to the registration/login page. Additionally, the user has access to the INTERPRETER/TRANSLATOR USER GUIDE, as well as the *Privacy Policy* and *Terms and Conditions of Use*.

Home > Online Services > Electronic Voucher Payment System (EVPS)

### Electronic Voucher Payment System (EVPS)

**About**  
The [Electronic Voucher Payment System](#) is for online submission of the DC-40 (List of Allowances) by court-appointed counsel, court reporters, and mediators.

**Courts Participating in EVPS**

**Resources and Reference Materials**

- [Attorney User Guide](#)
- [Court Reporter User Guide](#)
- [Mediator User Guide](#)
- [Privacy Policy](#)
- [Terms and Conditions of Use](#)

In order to create a new account within EVPS, the user must already be an active OES (Office of the Executive Secretary) vendor receiving payments for DC-40 vouchers. If the user is not an OES vendor, then they must contact the OES Accounts Payable Department at 804-225-3346 to complete the documentation needed to become an OES vendor.

To register/create a new account, the user will need to contact either their local Clerk's Office or the Foreign Language Services Division ([languages@vacourts.gov](mailto:languages@vacourts.gov)) to receive an OES (Office of the Executive Secretary) Identification Number.

The OES Identification Number will expire in 48 hours. If the OES Identification Number expires before completing account registration, the user will need to receive a new OES Identification Number from either their local Clerk's Office or the Foreign Language Services Division.

1. The user will enter the Vendor F.I.N. or SSN (also referred to as E.I.N. or Tax ID Number), OES (Office of the Executive Secretary) Identification Number and select the "Sign Up" button.

**Registered Customers/New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
Username  
Enter your Username  
Password  
Enter your Password  
**Login**  
Forgot username? Forgot password?

**Create a new account**  
Vendor F.I.N. or SSN  
Enter a valid Vendor F.I.N. or SSN  
VSB Member Number/OES Identification Number  
Enter a valid VSB Member Number/OES Identification Number  
For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.  
**Sign Up** **Reset Account**

**Start claims submission as a guest (Attorney Only)**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Invoice No. to track claim status or continue with submission process.

**Note:** When given the OES Identification Number, OES is part of the number. For example, OES23456, the user will enter OES23456 as their OES Identification Number.

- 2. The user will enter their email address and select the “Get Verification Code” button.

**Electronic Voucher Payment System**

**New Registration**  
Start here to create an account if you are an existing vendor

Vendor F.I.N. or SSN  
...  
 Show Vendor F.I.N or SSN

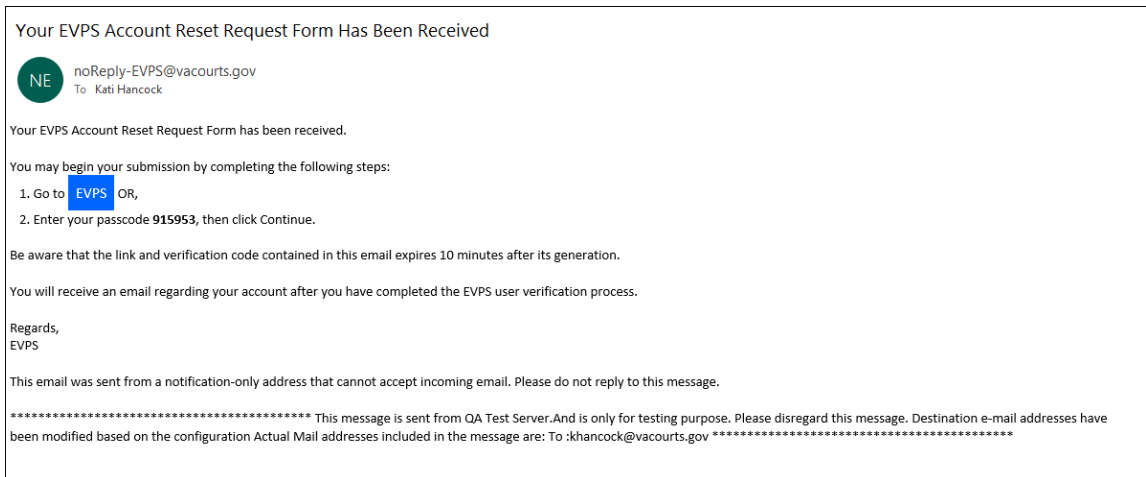
OES Identification Number  
OES10145

Email

**Get Verification Code**

If there are any issues, please contact the court to get a new OES Identification number.

- 3. An email will be sent to the user with a verification code. The email will be from *noReply-EVPS@vacourts.gov*.



- 4. The user will enter their verification code and select the “Continue” button.

- 5. The user will create an EVPS user name and an EVPS user password.

**Note:** The user name cannot be changed in the future.

- The user will select and answer three security questions.

Electronic Voucher Payment System

Select Security Questions and Answers

\* Question 1: [Select] [ ] [ ] \* Required Fields

\* Question 2: [Select] [ ] [ ]

\* Question 3: [Select] [ ] [ ]

Save & Continue

Before registration is complete, the user will need to accept the *Electronic Voucher Payment System Terms and Conditions of Use (End User License Agreement)*.

**Note:** Once the user's account is created, an email will be sent with their OES Identification Number. The user should retain this email for future reference.

**IMPORTANT: Translators - Please contact the Foreign Language Services Division ([languages@vacourts.gov](mailto:languages@vacourts.gov)) after your account has been created, and provide your user name. EVPS Admin must set your user profile as a translator in order for correct voucher submission.**

## How EVPS is Organized

### Accessing EVPS

#### Logging in to EVPS for the First Time

Once logged in, the user's personal information and voucher preferences will need to be completed. This information may be edited for voucher purposes at any time, as necessary.

**Note:** The user has the option, as needed, to add more vendors by selecting the *Add New Voucher Preference +* and/or delete vendors by selecting the "X" in the upper right corner.

#### Log in to EVPS

Registered users will sign in using their username (not case sensitive) and password provided upon completion of the registration portion of the system.



If you are a registered user and do not remember your username or password, please use the *Forgot username?* or *Forgot password?* to have your username or password emailed to you. For more details, please see the **Forgot Username?** and **Forgot Password?** sections within this user guide.

## Dashboard

The dashboard includes all of the user's current vouchers with their reflected status. The user may click on any vendor invoice number, and the voucher details will appear for editing or review.

The user will have the option to sort vouchers within a Court, by Vendor Invoice No., Submitted Date, Last Updated Date and Status.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
161J - WHOVILLE COUNTY JDR COURT >					
710C - NORFOLK CIRCUIT COURT >					

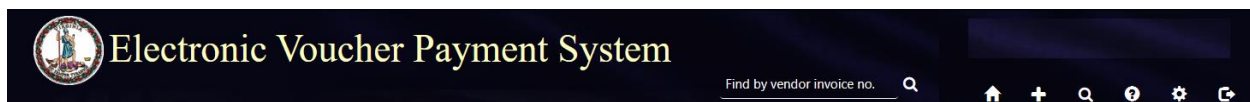
Home | Virginia's Court System | Privacy Policy | EVPS Resources | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us  
Copyright © Office of the Executive Secretary, Supreme Court of Virginia, 2023. All Rights Reserved. Build Number: 5.1.0.80

Vouchers will automatically be removed from the dashboard 30 days after their status has changed to *Processed by OES*. Vouchers are never deleted in EVPS, the user will be able to use the search feature to search for any and all vouchers submitted through EVPS. For more details, see the *Search* section within this user guide.

**Note:** The user may delete, recall or print the voucher from the dashboard. For more details, see the **Delete Voucher**, **Recall Voucher** and **Print Voucher** sections within this user guide.

## Navigation Bar

The navigation bar is found on the right side of the home screen.

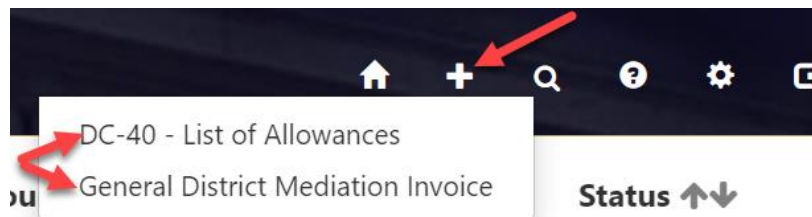


## Home

The *Home* icon will take the user to the home screen at any time. When selecting this icon, the home screen will also be refreshed.

## Start New Voucher

The plus icon will allow the user to start a new voucher. There are two options for the user, *DC-40 – List of Allowances* or *General District Mediation Invoice*.



For translators, please select the *DC-40 – List of Allowances* option.

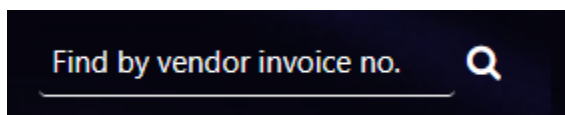
If submitting a General District Mediation Invoice, please refer to the [MEDIATOR USER GUIDE](#).

## Search

The *Search* icon will allow the user to search for cases based on any of the following criteria:

- Court Type/Court Name
- Vendor Invoice/Voucher No.
- Case Number
- Voucher Status
- Trial/Service Date
- Submitted Date from/to
- Mediator Certification No.

Additionally, the user may search by vendor invoice number on the home screen.



## Help

The *Help* icon will provide access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-INTERPRETER/TRANSLATOR USER GUIDE. The user may also access the *Frequently Asked Questions* and read only versions of the *DC-40 List of Allowances* and its instructions, and the *OES-DRS GDC Invoice*. If the user requires additional assistance, they should contact EVPS Support at [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).

## Settings

The *Settings* icon will allow the user to view or update any of the account information to include:

- **Personal Information**

The user's personal information may be edited for voucher purposes at any time necessary. The name entered here will be the name used as the user's electronic signature on the voucher. All other information entered under *Personal Information* is not displayed on the voucher.
- **Change Password**

The user may change their password at any time.
- **Modify Security Questions**

The user may modify their security questions at any time.
- **Voucher Preferences**
  - On the *Voucher Preferences* tab, the user may update, delete and/or add new vendors at any time. The information entered here is displayed on the voucher and must match the Substitute W-9 on file with the OES Accounts Payable Department. If this information is different than the Substitute W-9 on file, the user's voucher will be rejected by the OES Accounts Payable Department for mismatched information.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, there is a navigation bar with the system name and a user greeting 'Welcome GEYER, KAITI'. Below this, there are two tabs: 'Voucher Preferences' and 'Mediation Certification'. The 'Mediation Certification' tab is active, displaying a form with the following fields:

- Vendor F.I.N. or SSN \***: Input field containing '111'.
- Suffix Number**: Input field.
- Payee Name**: Input field containing 'Mediator Consulting'.
- Address Line 1 \***: Input field containing '1254 Payee Address'.
- Address Line 2**: Input field.
- City \***: Input field containing 'Richmond'.
- State \***: Input field containing 'VA'.
- Zip Code \***: Input field containing '23219'.

At the bottom of the form, there is a red 'Save' button and a link 'Add New Voucher Preference +'. A small disclaimer at the very bottom states: 'If updating vendor address or firm name, a new Substitute W-9 Form will need to be submitted to the OES Accounts Payable Department by fax, 804-786-0196 or mail to the Supreme Court of Virginia 100 North Ninth Street, 3rd Floor, Richmond VA 23219. For any questions, please contact the OES Accounts Payable Department at 804-225-3346.'

**Note:** EVPS will not allow the user to change or add an EIN unless it is valid with the OES Accounts Payable Department.

If updating vendor address or firm name in EVPS, a new [Substitute W-9](#) Form will need to be submitted to the OES Accounts Payable Department by fax, 804-786-0196 or mail to the Supreme Court of Virginia 100 North Ninth Street, 3rd Floor, Richmond VA 23219. For any questions, please contact the OES Accounts Payable Department at 804-225-3346.

**Note:** For those companies with multiple addresses, an optional, *Suffix Number* field may be completed under the *Voucher Preferences* section. Any questions regarding a suffix number, contact the OES Accounts Payable Department at 804-225-3346.

- On the *Mediation Certification* tab, mediators have the ability to update and save their certification number to their user profile. This allows for a more convenient way to validate certification in the invoice filing process. For more information on this section, please refer to the [MEDIATOR USER GUIDE](#).

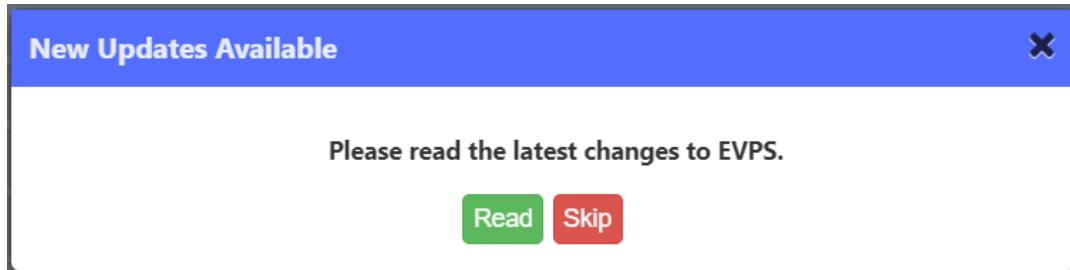
Logout



The *Logout* icon will allow the user to securely log off EVPS.

## Notification of EVPS Updates

When updates have been made to EVPS, the user will be notified upon login. The below pop-up will appear.



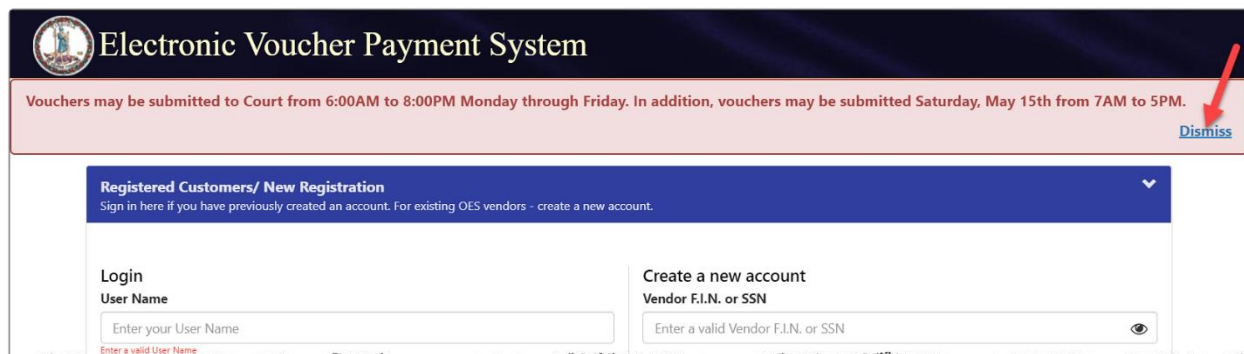
The user may select *Read*, and a listing of the new updates will be displayed.

**Note:** The pop-up will display for three logins unless the user selects *Read*.

## Message Alerts

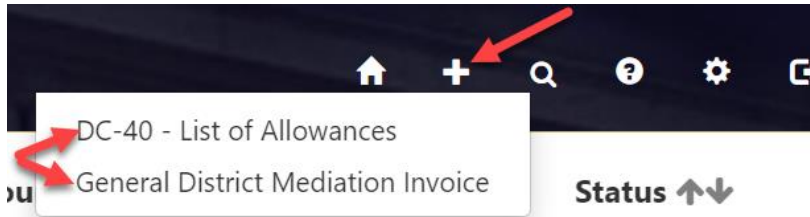
EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available.

The user will have the option to *Dismiss* the message.



## How to Start a Voucher

To start a voucher, the user will need to select the plus icon in the upper right corner of their EVPS dashboard. There are two options for the user, *DC-40 – List of Allowances* or *General District Mediation Invoice*.



The user will need to select *DC-40 – List of Allowances* if they are submitting for translator services.

**Note:** If submitting a General District Mediation Invoice, please refer to the [MEDIATOR USER GUIDE](#).

After selecting the appropriate voucher type, the user will need to review and complete the *Vendor Information, Pay To The Order Of,* and *Court Information* sections.

**Electronic Voucher Payment System**

**VENDOR INFORMATION**

111 - Translator Inc

Vendor F.I.N. or SSN: 111(VND0000056458)

Vendor Invoice No.: 24-259010

OES Identification Number: OES12048

Vendor Reference (Optional):

**PAY TO THE ORDER OF**

Payee Name: Translator Inc

Vendor Name \*: GEYER, KATI

Address Line 1: 2361 Help Lane

City: Richmond

State: VA

Zip Code: 23219

**COURT INFORMATION**

Court Type: Select a Court Type

Court Name: Select Court

**Continue**

- *Vendor Information* displays the Vendor F.I.N. or SSN, OES Identification Number, Vendor Invoice Number, and Vendor Reference.

A dropdown menu is displayed for users that have multiple vendors listed in their *Voucher Preferences*. A refresh icon is displayed to the right of the dropdown menu, if selected, their information will be updated with any changes made in the *Voucher Preferences* section.

**Note:** The *Vendor Reference* is an optional field. This information will be printed on the check stub. Do not use any characters other than numbers or letters in this field.

- *Pay To The Order Of* displays the *Payee Name*, *Vendor Name* and payee address. This information comes from the *Voucher Preferences* section. If any updates need to be made, please update under *Settings > Voucher Preferences*.

**Note:** *Payee Name* and address must match the Substitute W-9 filed with the OES Accounts Payable Department, even for those payments sent electronically.

- *Court Information* includes the *Court Type*, which requires the user to select the level of court, and the *Court Name*, which requires the user to select the name of the Court that the case was heard.

**Note:** Combined Courts are listed under both *General District Court* and *J&DR Court*.

Once the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections have been completed, the user will click the “Continue” button.

For the DC-40 LIST OF ALLOWANCES, the user will be directed to the CHART OF ALLOWANCES, where they will be prompted to select the appropriate allowances code.

After the appropriate allowances code has been selected, the user will click the “Continue” button. From here, the user will be routed to the voucher.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, there is a header with the system name and a logo. Below the header, the main content area is titled 'SELECT A CHART OF ALLOWANCES CODE §'. There are two links: 'DC-40 List of Allowances' and 'DC-40 Form Instructions'. Underneath, a section labeled 'RECENTLY USED ALLOWANCE CODE §' contains a list of codes. The first code, '19.2-332 - Miscellaneous compensable services in a criminal case required by law or court order prior to the service for which no specific compensation is provided', is selected and highlighted with a red arrow. Below this is a search bar with the placeholder text 'Search for a Chart of Allowance Code § or Description'. The search results are displayed in a scrollable list. The first result is '8.01-9 - Guardian ad litem for defendant under a disability in a civil action. Note: Payment out of the criminal fund of fees and expenses of a guardian ad litem for a defendant under a disability in a civil action is authorized only in certain, limited situations.' This result includes four numbered options, each with a radio button. The second result is '8.01-384.1 - Interpreters for the speech-impaired or hearing-impaired in civil proceedings' with a note to use DC-44 paper form. The third result is '8.01-384.1:1 - Interpreters for non-English-speaking persons in civil cases' also with a note to use DC-44 paper form. At the bottom right of the interface, there is a 'Continue' button highlighted with a red arrow, and the text 'Select code §' is visible.

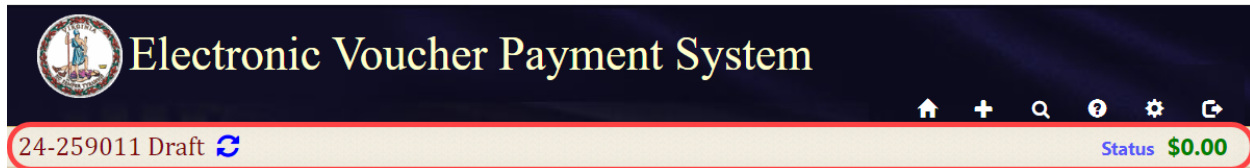
**Note:** Recently used allowance code sections will be listed at the top for future entries.

## Voucher Details

Every voucher will have a banner bar and a voucher header.



## Banner Bar



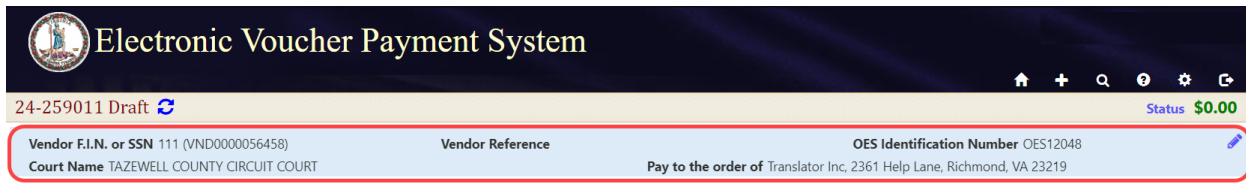
Displayed on the left side of the banner bar:

- Vendor Invoice Number
- Status of the current voucher
- Refresh icon


Displayed on the right side on the banner bar:


- *Status*, when selected will display a detailed summary of the status thus far, as well as any rejection reasons.
- At the end of the banner bar, the total amount for the voucher will be displayed.

## Voucher Header



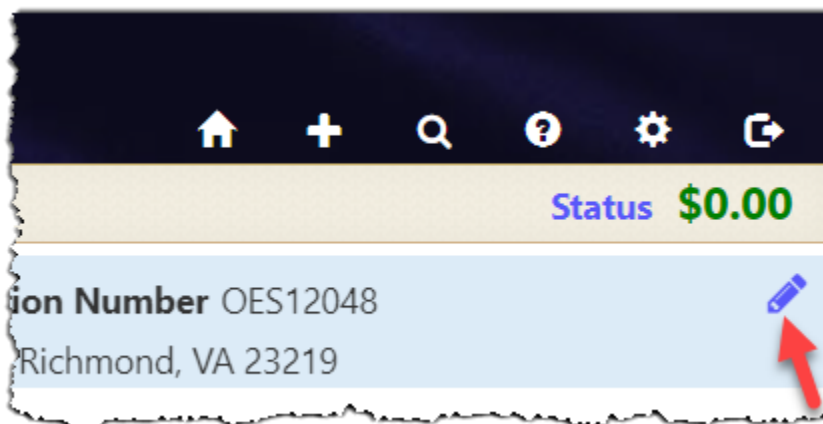
Electronic Voucher Payment System

24-259011 Draft  Status **\$0.00**

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference OES Identification Number OES12048 

Court Name TAZEWELL COUNTY CIRCUIT COURT Pay to the order of Translator Inc, 2361 Help Lane, Richmond, VA 23219

The voucher header lists the *Vendor F.I.N. or SSN*, *Vendor Reference* (if applicable), *OES Identification Number*, *Court Name*, and *Pay to the order of*. If needed, the user may edit these fields by selecting the edit icon.



**Note:** If *Vendor FIN/SSN* or *Pay to the order of* needs to be edited, user must first edit the information in their *Voucher Preferences* located under the *Settings* icon. Then the user will select the edit icon on the voucher.

## Interpreter Voucher - Coming in 2024

### Translator Voucher

Translator vouchers will have two sections, *Voucher Information*, *Attachments*, and *Total Amount Claimed*.

Under the *Voucher Information* section, the user will be required to enter the *Case Number*, *Defendant's Name*, *Trial/Service Date*, *Document Type* and *Fee Amount Claimed*. Additionally, the user has the option to enter any information in the *Other Remarks* field. This information will be displayed to the Court, the OES Foreign Language Services Division, and the OES Accounts Payable Department.

VOUCHER INFORMATION		
Case Number *	Defendant's Name *	Allowances Code \$
<input type="text"/>	<input type="text"/>	19.2-332
Trial/Service Date *	Document Type *	Fee Amount Claimed *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="v"/>	<input type="text" value="\$0.00"/>
Other Remarks		
<input type="text"/>		

**Note: If the voucher does not look like the above image, please contact [evpssupport@vacourts.gov](mailto:evpssupport@vacourts.gov).**

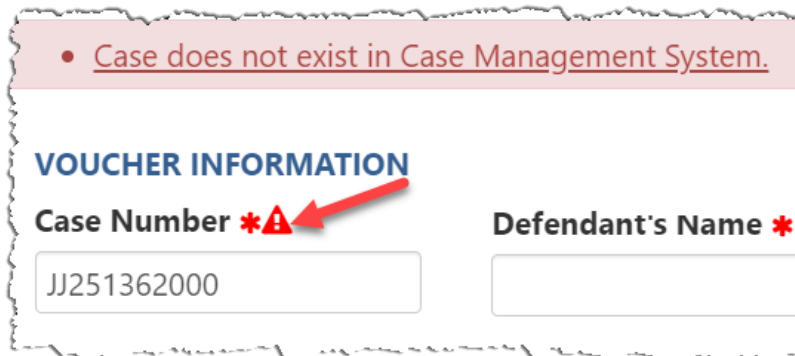
### Voucher Information

#### A. Case Number

The Case Number is a twelve-character alphanumeric court case number. EVPS will verify that the case number entered is a valid case number in the Court's Case Management System. If the case number is valid, the user will receive a green check mark.



Case Number \* ✓ 

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.



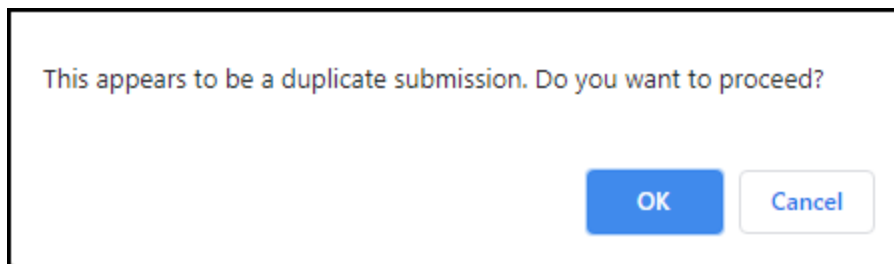
• Case does not exist in Case Management System.

**VOUCHER INFORMATION**

**Case Number \***   **Defendant's Name \***

JJ251362000

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.



This appears to be a duplicate submission. Do you want to proceed?

**OK** **Cancel**

If OK is selected, the case number will be validated by the Court's Case Management System. If Cancel is selected, the case number will not be validated.

### **B. Defendant's Name**

The user will need to enter the defendant's name, the recommended format is *Last name, First name*.

### **C. Trial/Service Date**

The *Trial/Service Date* will need to be entered and the date cannot be in the future.

### **D. Document Type**

The user will either need to select, *Document Translation* or *Transcription Translation*.

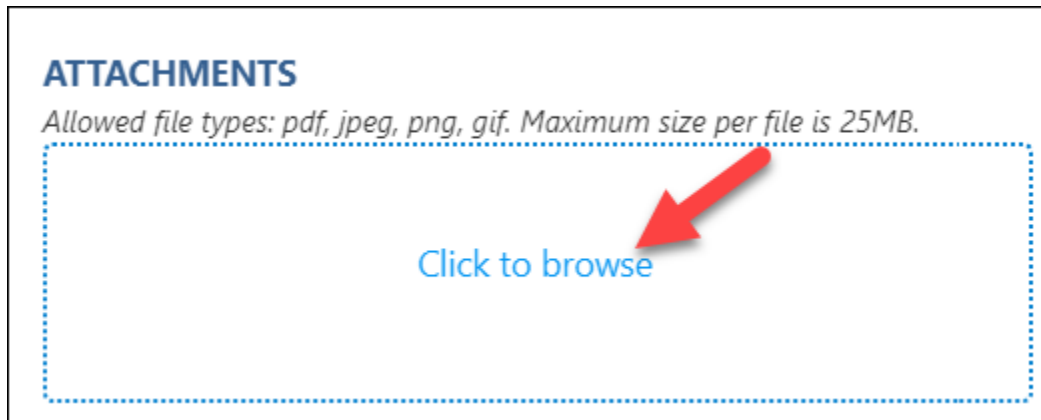
### **E. Fee Amount Claimed**

The *Fee Amount Claimed* will need to be entered.

## Attachments

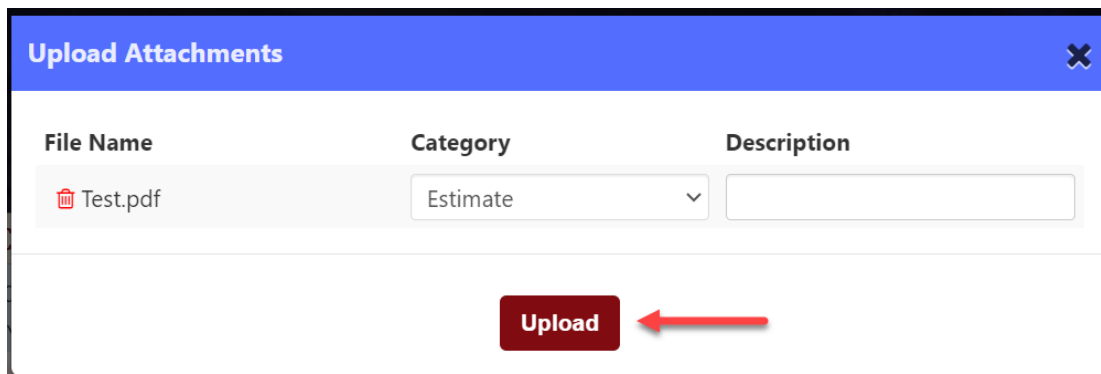
EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

The user will need to select, *Click to Browse*, and then select the file from their computer.



Once the user has selected their file, a *Category* must be selected from the drop-down list. The *Description* field is optional.

The user will need to select the "Upload" button in order to successfully upload their document.



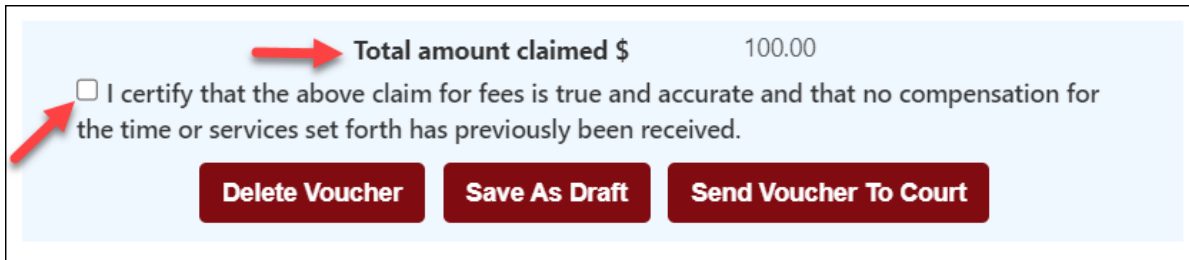
The screenshot shows a form titled "Upload Attachments" with a close button (X) in the top right corner. The form contains a table with three columns: "File Name", "Category", and "Description". The "File Name" column contains a trash icon and the text "Test.pdf". The "Category" column contains a dropdown menu with "Estimate" selected. The "Description" column contains an empty text input field. Below the table is a red "Upload" button with a red arrow pointing to it from the right.

An *Estimate* and a *Court Order* will be required for voucher submission.

**Note:** Please **DO NOT** attach the transcription document.

## Total Amount Claimed

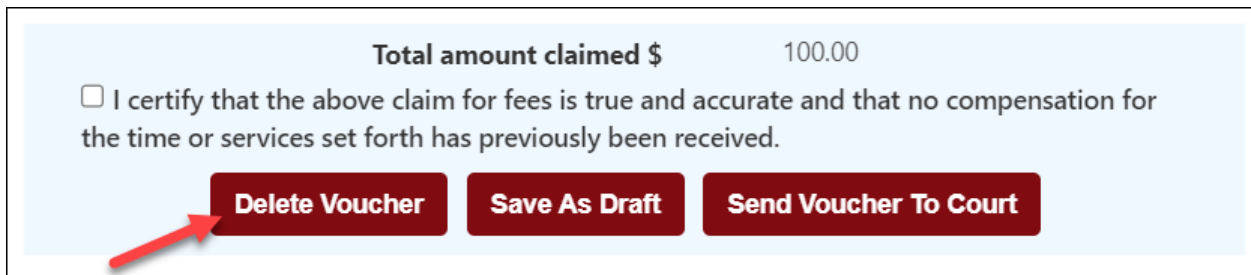
The *Total Amount Claimed* will be displayed at the bottom of the voucher.



The user will be required to check, “I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.” in order for voucher submission.

### Delete Voucher

The user may delete their voucher by selecting the “Delete Voucher” button located at the bottom of a voucher.



The user also has the option to delete their voucher from the dashboard.

Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED 22-256620		Mar 29, 2022, 10:19:36 AM	\$0.00		Draft
041G - CHESTERFIELD GENERAL DISTRICT COURT					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT					
185C - TAZEVELL COUNTY CIRCUIT COURT					
185G - TAZEVELL ON ESATEST					

The user may only delete a voucher that has *Draft* or *Rejected by Court* status.

### Save As Draft

The user may select the “Save as Draft” button located at the bottom of the voucher, if they want to save and continue later.

Total amount claimed \$ 100.00

I certify that the above claim for fees is true and accurate and that no compensation for the time or services set forth has previously been received.

**Delete Voucher** **Save As Draft** **Send Voucher To Court**

### Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the “Send Voucher to Court” button located at the bottom of the voucher.

Total amount claimed \$ 100.00

I certify that the above claim for fees is true and accurate and that no compensation for the time or services set forth has previously been received.

**Delete Voucher** **Save As Draft** **Send Voucher To Court**

If the voucher has been successfully sent to the Court, the user will receive a “Voucher sent to Court successfully.” message.

 **Electronic Voucher Payment System**

24-259011 Sent to Court 

Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT	

• Voucher sent to Court successfully.

## Status

The status will be displayed on the user's dashboard and in the left corner of the voucher.



- *Draft* - Voucher is waiting for user to complete and submit to Court. Voucher may be edited or deleted when in *Draft* status.
- *Processed by OES* – Voucher has been approved by the Accounts Payable Department. When the status of a voucher has been updated to *Processed by OES*, EVPS will display the OES approved amount certified for payment as well as the voucher number.
- *Rejected by Coordinator* – Voucher has been rejected by the mediation coordinator. The user may edit and resubmit the voucher. The mediation coordinator should provide a reason for rejection.
- *Rejected by Court*- Voucher has been rejected by the Clerk's Office. The user may edit and resubmit the voucher, if applicable. The Clerk's Office should provide a reason for rejection.
- *Rejected by OES (Dispute Resolution Services)* – Invoice has been rejected by the Dispute Resolution Services and sent back to the Clerk's Office. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Rejected by OES (Foreign Language Services)* – Voucher has been rejected by the Foreign Language Services and sent back to the Clerk's Office. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Rejected by the Presiding Judge* – Voucher has either been rejected by the Judge and waiting for Clerk's Office to take action. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Resubmitted to Court* – Voucher has been recalled and sent back to the Court or the voucher has been resubmitted after Court rejection.
- *Sent to Court* – Voucher has been sent to Court and awaiting the Clerk's Office review.
- *Sent to OES (Accounts Payable)* – Voucher has been approved by the Judge, certified by



the Clerk's Office, and sent to OES (Accounts Payable Department) for payment.

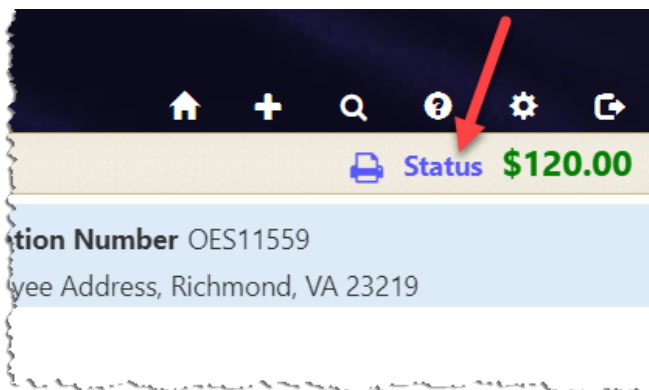
**Note:** For General District Mediation Invoices, invoices have been certified by the Clerk's Office, and approved by the Dispute Resolution Services.

- *Sent to OES (Dispute Resolution Services)* – Invoice has been approved by the Clerk's Office and waiting review from the Dispute Resolution Services. This status can also indicate the invoice has been rejected by the OES Accounts Payable Department and has been sent back to the Dispute Resolution Services waiting their review.
- *Sent to OES (Foreign Language Services)* – Voucher has been approved by the Clerk's Office and waiting review from Foreign Language Services. This status can also indicate the invoice has been rejected by the OES Accounts Payable Department and has been sent back to the Foreign Language Services waiting their review.
- *Under Court Review* – Voucher has been rejected by OES and waiting for the Clerk's Office to take action. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Waiting for Clerk Approval* – Voucher has been approved by the Judge and waiting Clerk certification to OES.
- *Waiting for Coordinator Approval* – Voucher has been sent to the mediation coordinator for said Court and is waiting their review. Once approved, the voucher will be sent to the Court.

**Note:** Not all Courts will have a mediation coordinator.

- *Waiting for Court Approval* – Voucher has been sent to the Judge for review.

In addition, the user is able to view an up-to-date timeline for the stage of each voucher in the *Status* section.



At a glance the user can track where the voucher is during the approval and payment process.

The screenshot displays the 'Electronic Voucher Payment System' interface. At the top, it shows the voucher number '23-258780 Sent to OES (Foreign Language Services)' with a refresh icon. Below this, a header bar contains 'Vendor F.I.N. or SSN 111 (VND0000056458)', 'Vendor Reference', and 'Court Name TAZEWELL COUNTY CIRCUIT COURT'. A 'Pay to the order of Translator' field is also visible. A 'View Details' button is located on the left. The main section is titled 'STATUS' and features a vertical timeline with four entries: 'Voucher Drafted' (Nov 6, 2023, 3:44:07 PM), 'Voucher has been sent to Court' (Dec 13, 2023, 8:09:35 PM), 'Voucher has been approved by the Presiding Judge' (Dec 13, 2023, 10:21:00 PM), and 'Voucher has been approved by the Clerk and sent to OES (Foreign Language Services)' (Dec 13, 2023, 10:21:00 PM). A red arrow points to a dotted line on the timeline between the first and second entries. Below the timeline is a 'TRACKING' section with 'Vendor Signature', 'Presiding Judge Signature', and 'Clerk Signature' fields.

Timestamp	Status	By
Nov 6, 2023, 3:44:07 PM	Voucher Drafted.	GEYER, KATI
Dec 13, 2023, 8:09:35 PM	Voucher has been sent to Court.	GEYER, KATI
Dec 13, 2023, 10:21:00 PM	Voucher has been approved by the Presiding Judge.	PJUDGE1 Smith
Dec 13, 2023, 10:21:00 PM	Voucher has been approved by the Clerk and sent to OES (Foreign Language Services).	PJUDGE1 Smith

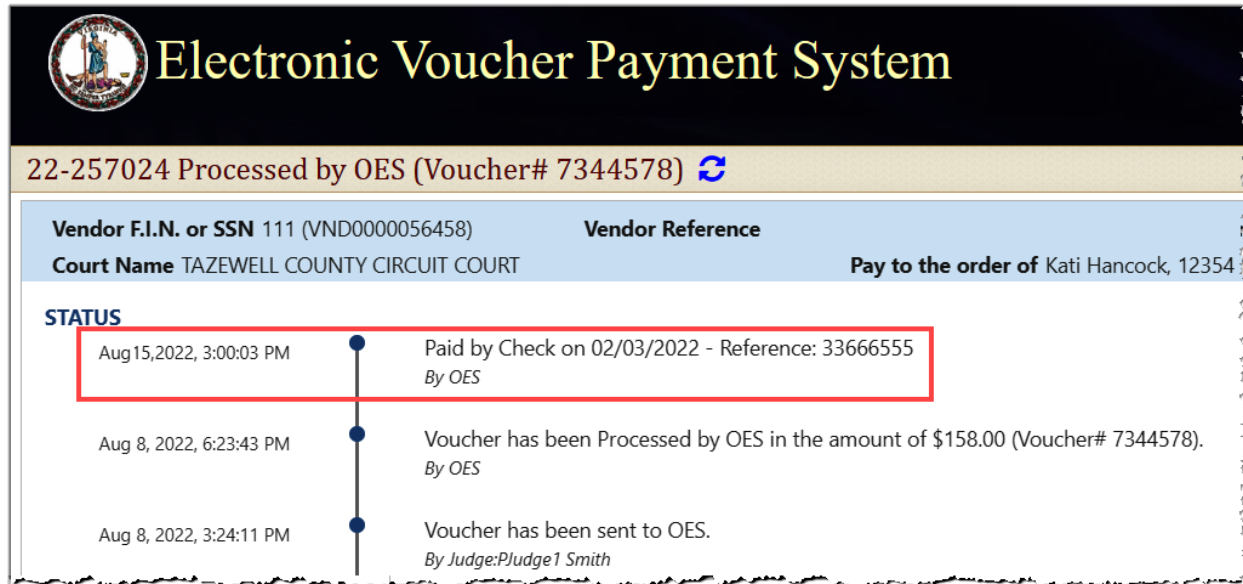
The user may click on the dotted line to extend the timeline.

**Note:** The user may select the View Details button on the left to go back to the voucher details.


### Payment Information

The user will be able to view payment information on vouchers that have been *Processed by OES*.

The payment method, payment date, and payment reference number will be listed.



**Electronic Voucher Payment System**

22-257024 Processed by OES (Voucher# 7344578) 

Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT	Pay to the order of Kati Hancock, 12354

**STATUS**

Aug 15, 2022, 3:00:03 PM	Paid by Check on 02/03/2022 - Reference: 33666555 By OES
Aug 8, 2022, 6:23:43 PM	Voucher has been Processed by OES in the amount of \$158.00 (Voucher# 7344578). By OES
Aug 8, 2022, 3:24:11 PM	Voucher has been sent to OES. By Judge: PJudge1 Smith

Payment Methods are as follows: *ACH, Check, EFT, GE* (form of EFT payment), *Manual Check, and Wire Transfer*. If the payment method has been stopped or voided, EVPS will display *Stopped or Void*.

Every Monday, OES receives payment details from the Department of Accounts, at which time EVPS will display the payment disbursed within the last week.

**Note:** If Monday is a holiday, payment information will be displayed on the next business day.

Payment information will only be seen by the user, it will not be displayed for the Clerk's Office or judges.

**Note:** If payment method is by check, the reference number is the check number.

For any questions regarding payment information, please contact the OES Accounts Payable Department at 804-225-3346.

## Rejections

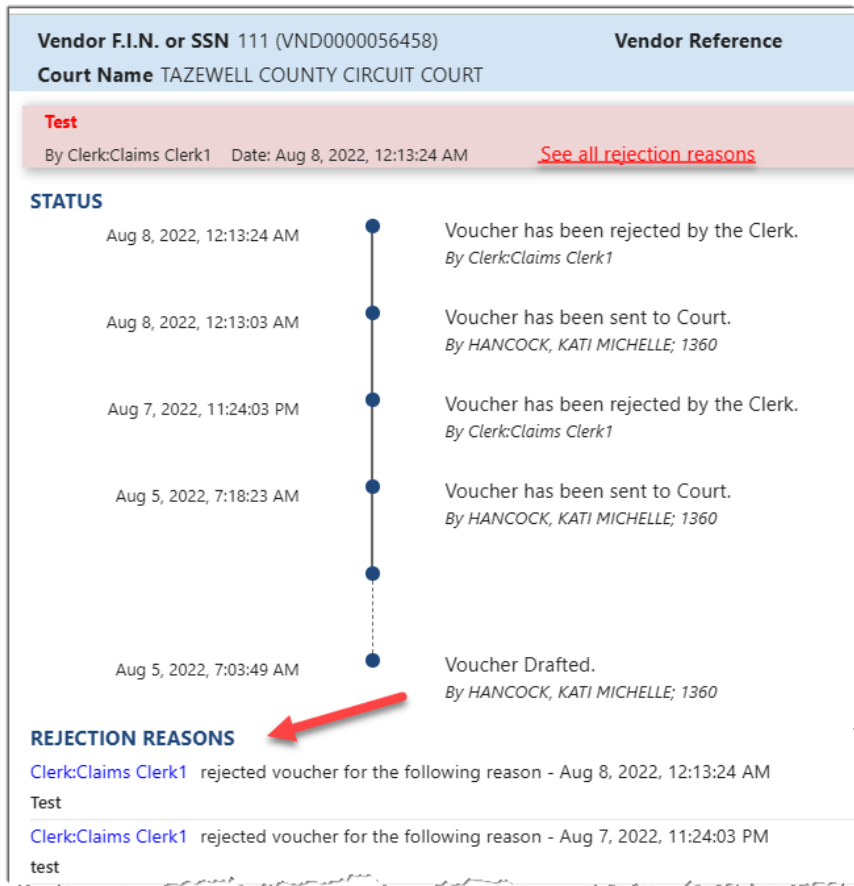
Vouchers may be rejected by the Judge, the Clerk's Office, OES (Accounts Payable Department), and OES (Foreign Language Services).

If a voucher has been rejected, the latest rejection reason will be in red at the top of the voucher. The user can ONLY edit and resubmit the voucher once the Clerk's Office has rejected the voucher. At this time, the user will receive an email that said voucher has been rejected.

A link will be displayed in the rejection reason box, *See all rejection reasons*, if there is more than one rejection reason.




When selecting the link, the user will be taken to the *Status* page where all rejection reasons are listed under the *Rejection Reasons* section.



**Note:** All rejection reasons can be found under the *Status* section.

## Recall Voucher

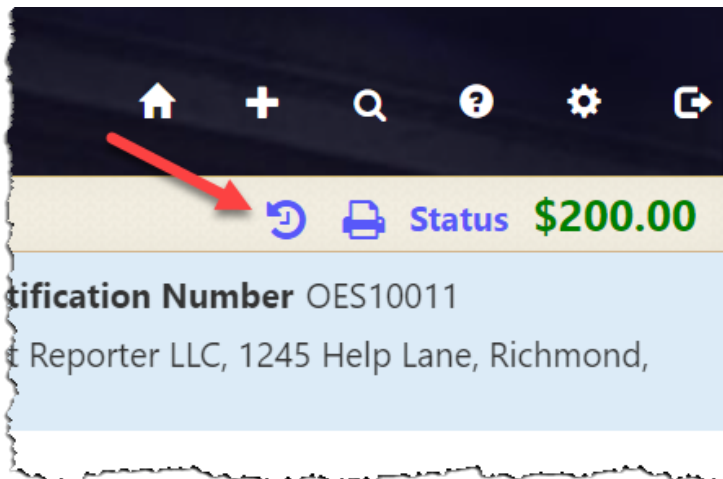
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court* or *Resubmitted to Court*.

The recall icon can be found on the dashboard to the left of the print icon.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
161J - WHOVILLE J & DR DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT ▾					
23-257871		Apr 24, 2023, 9:00:06 PM	\$0.00		Draft 
23-257839	Apr 17, 2023, 9:18:51 PM	Apr 20, 2023, 6:05:15 AM	\$120.00	\$120.00	Sent to OES 
■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257844	Apr 24, 2023, 9:45:19 PM	Apr 24, 2023, 9:45:19 PM	\$220.00		Resubmitted to Court  
■ TEST JJ2513620000 ■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257876	Apr 24, 2023, 9:46:36 PM	Apr 24, 2023, 9:46:36 PM	\$10.00		Sent to Court  
■ TEST JJ2513620000					
185C - TAZEVELL COUNTY CIRCUIT COURT >					

The recall icon can also be found on the voucher, itself.



## Print Voucher

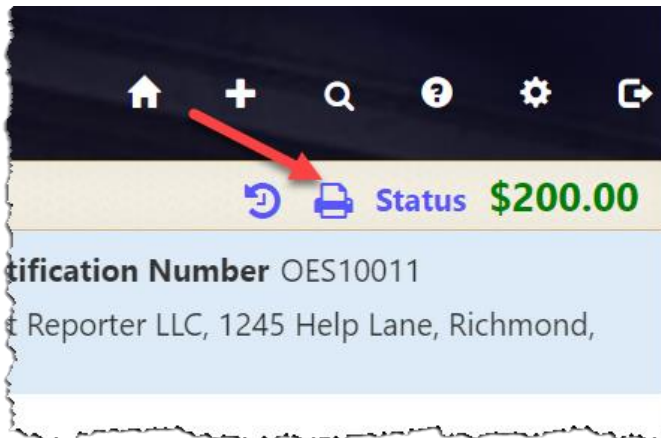
The user may print their voucher using the print icon. The voucher may only be printed once it has been sent to the Court.

The print icon can be found on the dashboard.



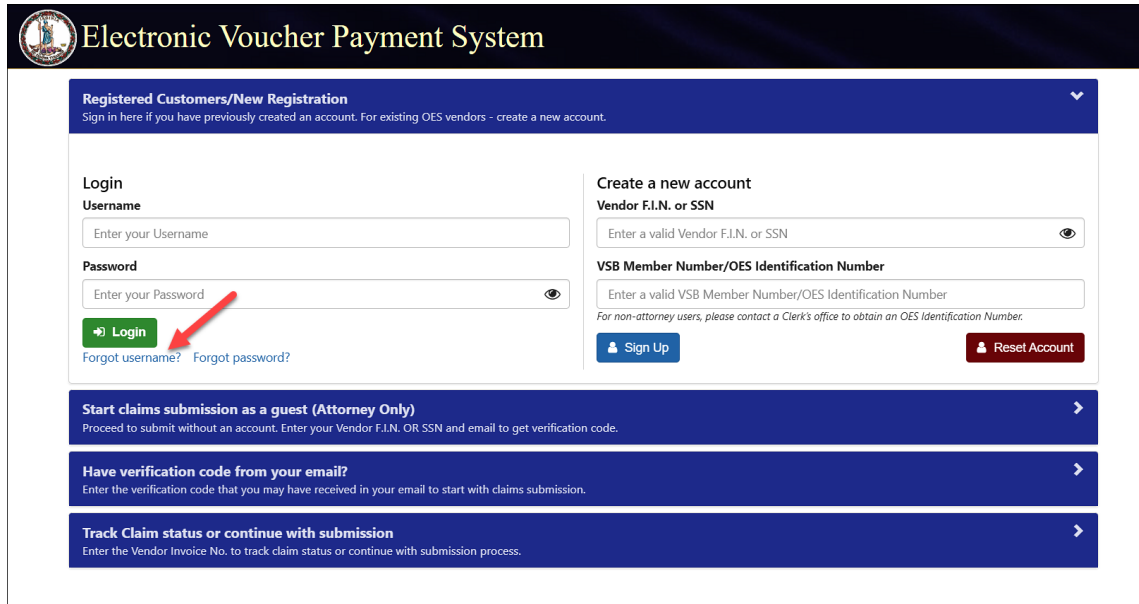
Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
161J - WHOVILLE J & DR DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT ▾					
23-257871		Apr 24, 2023, 9:00:06 PM	\$0.00		Draft
23-257839	Apr 17, 2023, 9:18:51 PM	Apr 20, 2023, 6:05:15 AM	\$120.00	\$120.00	Sent to OES
■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257844	Apr 24, 2023, 9:45:19 PM	Apr 24, 2023, 9:45:19 PM	\$220.00		Resubmitted to Court
■ TEST JJ2513620000 ■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257876	Apr 24, 2023, 9:46:36 PM	Apr 24, 2023, 9:46:36 PM	\$10.00		Sent to Court
■ TEST JJ2513620000					
185C - TAZEVELL COUNTY CIRCUIT COURT >					

The print icon can also be found on the voucher, itself.



## Forgot Username

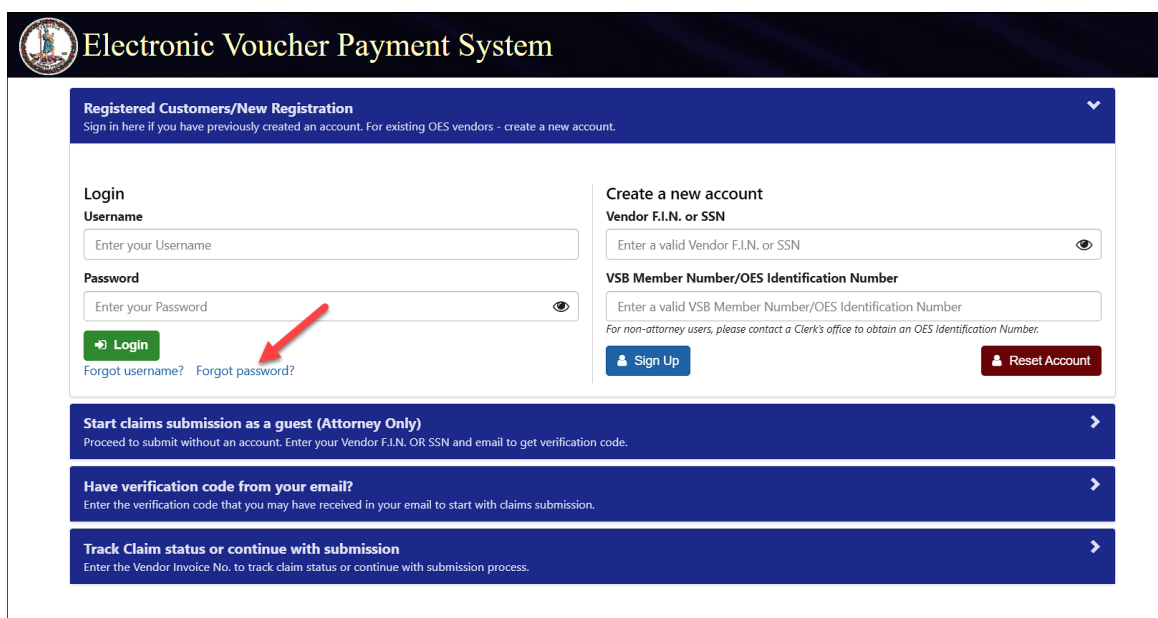
If the user does remember their username, they may select, *Forgot username?* on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



The screenshot shows the 'Electronic Voucher Payment System' login page. At the top left is the state seal. Below it is a dark blue header with the system name. A main navigation bar contains a dropdown menu labeled 'Registered Customers/New Registration' with a subtext: 'Sign in here if you have previously created an account. For existing OES vendors - create a new account.' The main content area is split into two columns. The left column is for login, with fields for 'Username' and 'Password', a green 'Login' button, and links for 'Forgot username?' and 'Forgot password?'. A red arrow points to the 'Forgot username?' link. The right column is for account creation, with fields for 'Vendor F.I.N. or SSN' and 'VSB Member Number/OES Identification Number', and buttons for 'Sign Up' and 'Reset Account'. Below the login fields are three blue action bars: 'Start claims submission as a guest (Attorney Only)', 'Have verification code from your email?', and 'Track Claim status or continue with submission'.

## Forgot Password

If the user does remember their password, they may select, *Forgot password?* on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



This screenshot is identical to the one above, showing the EVPS login page. In this version, a red arrow points to the 'Forgot password?' link located below the password input field in the login section.

## Account Locked/Reset Account

If the user has been locked out of their account, the account will need to be reset. In order to reset the account, the user will need to follow the below steps.

1. The user will enter the Vendor F.I.N. or SSN, their OES Identification Number and then select the "Reset Account" button.

**Electronic Voucher Payment System**

**Registered Customers/New Registration**  
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

**Login**  
**Username**  
Enter your Username  
**Password**  
Enter your Password  
**Login**  
Forgot username? Forgot password?

**Create a new account**  
**Vendor F.I.N. or SSN**  
Enter a valid Vendor F.I.N. or SSN  
**VSB Member Number/OES Identification Number**  
Enter a valid VSB Member Number/OES Identification Number  
*For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.*  
**Sign Up** **Reset Account**

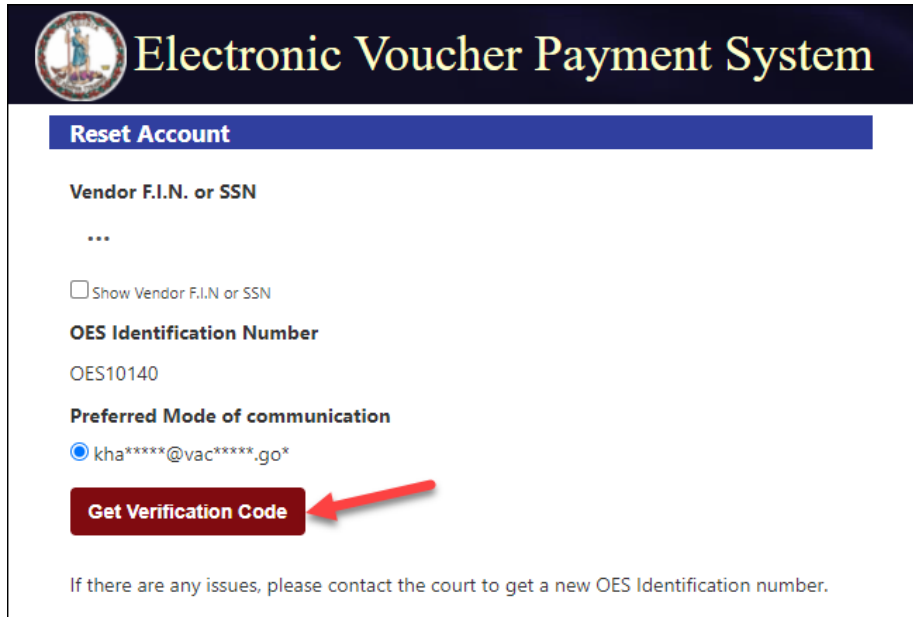
**Start claims submission as a guest (Attorney Only)**  
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

**Have verification code from your email?**  
Enter the verification code that you may have received in your email to start with claims submission.

**Track Claim status or continue with submission**  
Enter the Vendor Invoice No. to track claim status or continue with submission process.



- The user will then select the “Get Verification Code” button.



**Electronic Voucher Payment System**

**Reset Account**

Vendor F.I.N. or SSN  
...

Show Vendor F.I.N or SSN

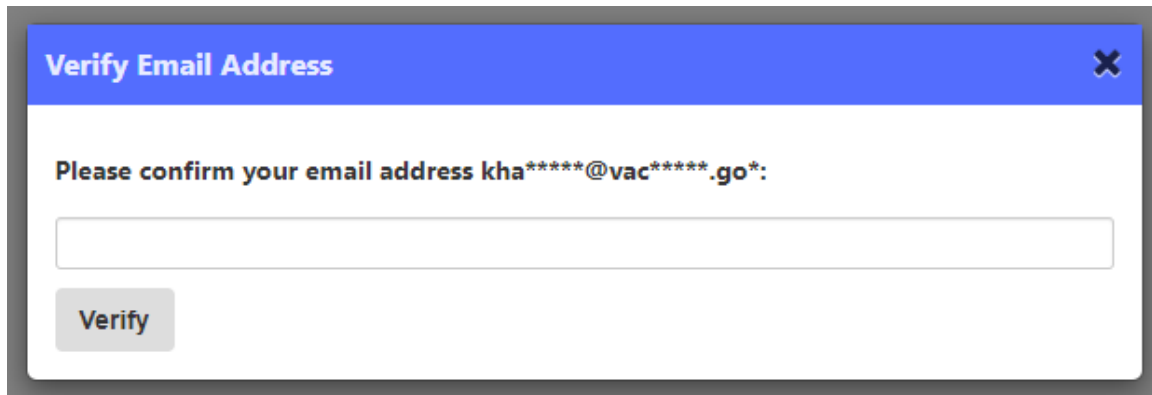
**OES Identification Number**  
OES10140

**Preferred Mode of communication**  
 kha\*\*\*\*\*@vac\*\*\*\*\*.go\*

**Get Verification Code**

If there are any issues, please contact the court to get a new OES Identification number.

- Then the user will enter their email address and select the “Verify” button. An email will be sent to the user with a verification code.

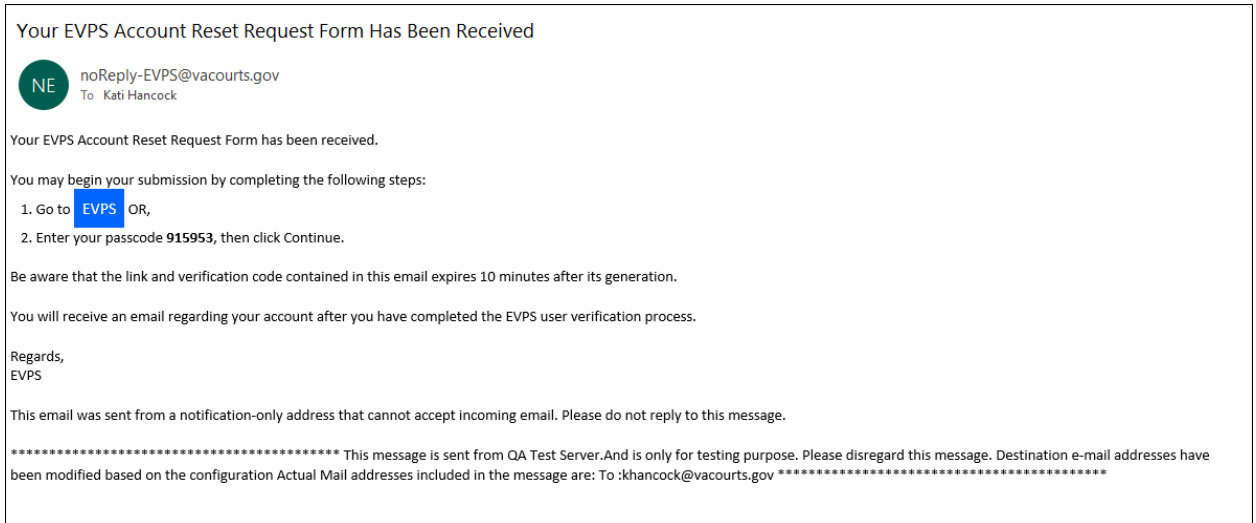


**Verify Email Address** ✕

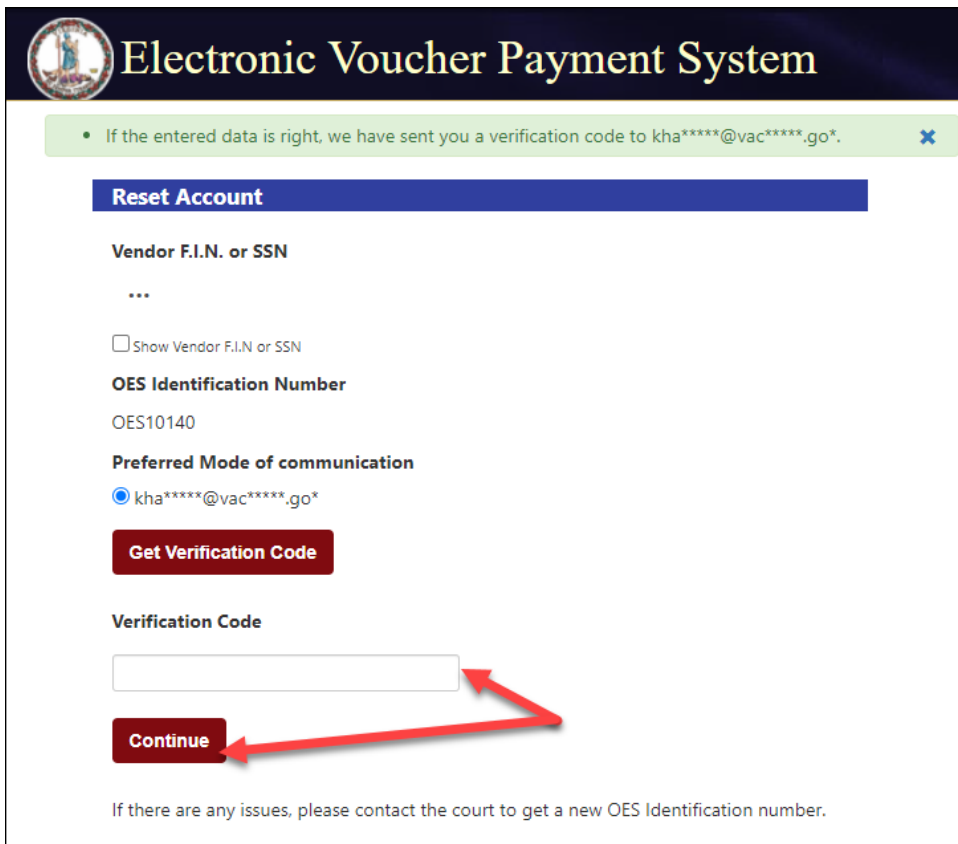
Please confirm your email address kha\*\*\*\*\*@vac\*\*\*\*\*.go\*:

**Verify**

The email will be from *noReply-EVPS@vacourts.gov*.



4. The user will enter their verification code and select the “Continue” button.



5. Lastly, the user will create a new password, and confirm said password. The user's username is displayed.

**Reset Password** ✕

**User Name:** K23003

**New Password :**   
New Password is required

**Confirm Password :**   
Confirm new password is required

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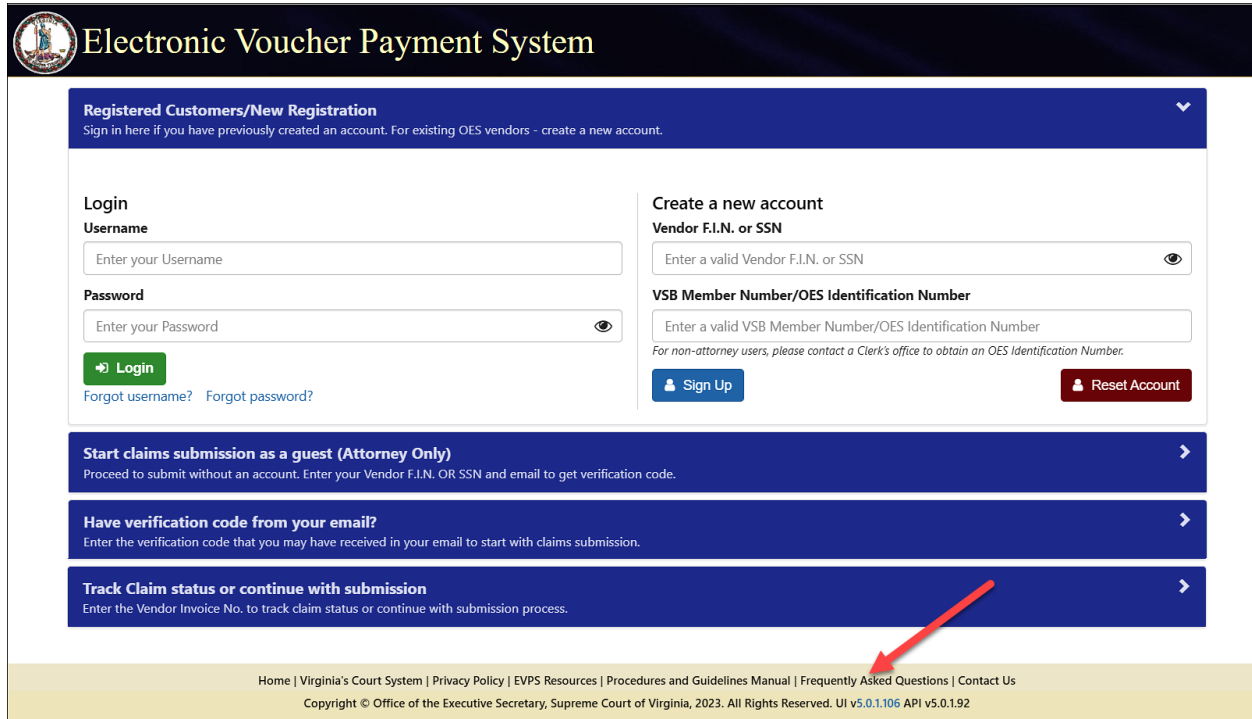
For your security, all passwords must meet the following requirements:

- They must be at least 8 characters in length; and
- They must not contain the user's account name; and
- They must use at least 3 of the following 4 characteristics:
  - English upper case letters (A-Z)
  - English lower case letters (a-z)
  - Numbers (0-9)
  - special characters (!@#\*\$%&)
- Passwords may not be re-used.

Since the account is being reset, the user will be required to select/answer security questions upon login.

## Frequently Asked Questions (FAQ's)

A [link](#) to the *Frequently Asked Questions* can be found at the bottom of the EVPS screen.



They can also be found under the *Help* icon.

